

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



April 4, 2006

ALL COUNTY INFORMATION NOTICE: I-23-06

TO: ALL COUNTY WELFARE DIRECTORS
ALL CHIEF PROBATION OFFICERS
ALL COUNTY FISCAL OFFICERS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: 2004 *HIGGINS*/IV-E ELIGIBILITY REVIEW OF RELATIVE/NON-RELATIVE
EXTENDED FAMILY MEMBER PLACEMENTS REVIEW MANUAL

REFERENCE: Article 3 of Title 22, Division 6, Chapter 9.5 of the California Code of Regulation, Manual of Policy and Procedures (MPP) Sections 420 and 445; MPP, Division 31 Child Welfare Services (CWS) Program Regulations; All County Information Notice (ACIN) I-85-05 dated December 28, 2005, ACIN I-56-04 dated September 7, 2004; ACIN I-17-03 dated June 12, 2003; All County Letter (ACL) 04-10 dated March 25, 2004; ACL 02-97 dated December 27, 2002; ACL 02-78 dated October 24, 2002; ACL 02-59 dated August 5, 2002; County Fiscal Letter (CFL) 03/04-55 dated June 2, 2004; CFL 03/04-20 dated October 14, 2003.

The purpose of this ACIN is to transmit to all county CWS and Probation Departments the Relative Assessment Review Manual that will be used by Children Services Operations Bureau (CSOB) to conduct the Calendar Year 2004/*Higgins*/IV-E Eligibility Review of Relative/Non Relative Extended Family Member (NREFM) placements.

Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001) and the settlement provisions of the *Higgins v. Saenz* lawsuit established the standards and requirements for assessing and approving the homes of relative and NREFM caregivers. In addition, as a result of the 2002 Title IV-E disallowance, based on ineligible relative/NREFM placements, a California corrective action plan (CAP) was developed with the Department of Health and Human Services, Administration for Children and Families, Region IX. The CAP requires the California Department of Social Services to review Title IV-E Eligibility for relative/NREFM placements for calendar year 2004. The Title IV-E Eligibility Review will be combined with the *Higgins* Review in order to meet the requirements of the CAP agreement.

Please contact the Relative Assessment Unit at (916) 651-8100 if you have any questions related to this manual.

Sincerely,

WESLEY A. BEERS, Chief
Operations and Evaluation Branch

Attachment

California Department of Social Services
CHILDREN'S SERVICES OPERATIONS BUREAU

RELATIVE ASSESSMENT REVIEW MANUAL

Children's Services Operations Bureau
744 P Street, MS 3-90
Sacramento, California 95814
(916) 651-8100 ❖ FAX (916) 651-8148

BACKGROUND

This Relative Assessment Review Manual was developed by the Children's Services Operations Bureau (CSOB) of the California Department of Social Services (CDSS) as part of a comprehensive oversight process of counties' Child Welfare Services (CWS) relative assessment operations.

Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001) and the settlement provisions of the *Higgins v. Saenz* lawsuit established the standards and requirements for assessing and approving the homes of relative/non-relative extended family member (NREFM) caregivers. As required under the *Higgins v. Saenz* settlement agreement, CDSS began monitoring county compliance with the assessment/approval process for relative/NREFM homes in October 2002.

The relative review process is for CWS and Probation relative placement cases. The review looks at five areas: Criminal Record Clearance, Caregiver Qualifications, Safety of the Home and Grounds, Child's Personal Rights, Training and Orientation. In addition, the review will look at the timeliness of whether all standards were met on or prior to initial placement and if the annual reassessment was completed by the last day of the 12th calendar month following the previous assessment/approval of the relative caregiver, if the child has been in placement for 365 days or more.

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GLOSSARY OF TERMS

The following is a list of key terms and their corresponding definitions which are used in this Relative Assessment Review Manual.

Annual Reassessment: A process of gathering, evaluating, and documenting on the Child Welfare Services/Case Management System (CWS/CMS) to determine if a relative/NREFM caregiver can meet the required standards by the last day of the 12th calendar month following the previous assessment/approval date.

Approval Assessment Worker: The county worker that has been designated the responsibility for completing the relative/NREFM approval process prior to placing a child in the home of the caregiver.

Caregiver: A person who provides substitute 24-hour care for a child who cannot remain in their home.

Case File/Record: A record for each child receiving CWS beyond the emergency response protocol that contains all of the documentation requirements specified in Division 31 regulations.

Child/Minor: A person under 18 years of age or up to the age of 19 if the child is completing high school or vocational training provided that he/she will complete such program before he/she reaches 19 years of age.

Child Abuse Criminal Index (CACI): A statewide, multi-jurisdictional, centralized index of child abuse investigation reports maintained by the California Department of Justice (DOJ). These reports pertain to alleged incidents of physical abuse, sexual abuse, mental/emotional abuse and/or severe neglect. Each child protection agency (police, sheriff, and county welfare and probation departments) is required by law to forward to DOJ a report of every child abuse incident it investigates, unless an incident is determined to be unfounded.

Compliance: Meeting the required standards in a specified area(s) in the Relative/NREFM 2004 Review.

CDSS: California Department of Social Services

County: A county welfare or social services department and probation agency.

Corrective Action Plan (CAP): A written document describing the findings, problems, planned actions, implementation timelines and monitoring strategies that will be used by the county to assure that required assessment/approval standards are met.

GLOSSARY OF TERMS (continued)

Criminal Record Clearance (CRC): A CRC includes a state and federal level criminal records checks that is obtained by a Live Scan fingerprint clearance, CACI clearance, FBI clearance or signed Affidavit, Rap Back requested, California Law Enforcement Telecommunications System (CLETS) clearance if applicable, CWS/CMS check if applicable (meaning individual is not a party to allegations of abuse or neglect of a child).

Criminal Record Exemption: An exemption from disqualification for approving the relative/NREFM home granted by the county after a review of the criminal record transcript. [Welfare & Institutions Code (WIC) 361.4(d)(2)(3)], HSC 1522(g)].

Criminal Record Statement (LIC 508): A State of California form referred to as an Affidavit signed by an individual to attest that he/she has no criminal history.

Date of Approval: The date that is entered on the SOC 815, page two certifying that the caregiver and their home has been approved.

Date of Placement: The date the child is physically placed in the home of the caregiver.

DOJ: Department of Justice

Emergency Placement: An immediate determination of the suitability of a relative/NREFM caregiver by an approval assessment worker for the temporary placement of a child, based on an in-home visit to assess the caregiver for safety and a state and federal level criminal records check to be conducted through the CLETS and CWS/CMS check. [WIC 361.4 (b)] This information must be documented on the SOC forms.

Higgins: Refers to the stipulated *Higgins v. Saenz* settlement agreement between the plaintiff and CDSS. This agreement requires CDSS to monitor county compliance of the assessment/approval process for relative/NREFM homes.

Indian Child Welfare Act (ICWA): Federal law that specifies that an Indian tribe shall have exclusive jurisdiction, except in specified cases, over any custody proceedings involving an Indian child. The ICWA requires that an Indian child be a member of or be eligible for membership in an Indian tribe and be the biological child of a member of an Indian tribe. The Act applies to federally-recognized tribes and Alaska-native villages and corporations.

Interstate Compact of the Placement of Children (ICPC): The ICPC is a contract among member states and U.S. territories authorizing them to work together to ensure that children who are placed across state lines for foster care or adoption receive adequate protection and support services. The ICPC establishes procedures for the placement of children and fixes responsibility for agencies and individuals involved in placing children.

GLOSSARY OF TERMS (continued)

Legal Guardian: A person appointed by the superior court pursuant to the provisions of Probate Code 1514, or appointed by the juvenile court pursuant to the provisions of WIC 366.25 or .26.

Live Scan: An electronic imaging system used to transmit fingerprints directly to DOJ.

Manual of Policy and Procedures (MPP): Regulations developed by CDSS to administer California CWS programs. These regulations are contained within Division 31 of the manual.

Matrix: An excel document that provides sample numbers for the placement month(s) reviewed and the review areas found not to meet the required standards.

Non Relative Extended Family Member (NREFM): A NREFM is a caregiver that has an established familial or mentoring relationship with a child as substantiated by interviews with the parent and child or with one or more third parties as required in Welfare and Institutions Code Section 362.7.

Placement-Month(s): The calendar placement month to be reviewed if a child was in a relative/NREFM placement for three or more days during that month.

Rebuttal Matrix: The first matrix sent to the county after the online review. The matrix will document the sample number, assessment/approval areas not in compliance, and the documentation the county should submit as part of the rebuttal process.

Rebuttal Period: The time period given to a county to provide CDSS with documentation supporting or clarifying how each case standard identified on a matrix meets assessment/approval compliance requirements or supporting why the case should be excluded from the review.

Rebuttal Process: The process by which the county may submit documentation to either exclude a case or to bring a case into compliance.

Relative: An adult who is related to the child by blood, adoption, or affinity with the fifth degree of kinship, including step-parents, step-siblings, and all relatives whose status is preceded by the words “step”, “great”, “great-great”, or “grand”, or the spouse of any of these persons, even if the marriage was terminated by death or dissolution. For the purposes of preferential consideration for placement of a child, “relative” means an adult who is a grandparent, aunt, uncle, or sibling of the child.

Sample: A randomly drawn subset of cases derived from the universe of relative/NREFM placements. The sample size for each county will vary depending on the number of cases identified in the universe.

GLOSSARY OF TERMS (continued)

SOC 815, 817, 818 Forms: State of California forms required to be completed by the county as part of the relative/NREFM approval process.

Timeliness: Meeting the identified assessment/approval or reassessment/approval timeframes.

Tribally Approved Home: A home approved by the child's tribe. The county is responsible to complete the required criminal record clearances and document this information on page three of the SOC 815. The county must retain a copy of the tribe's approval of the caregiver's home with page three of the SOC 815 in the child's file.

Tribally-Designated Home: A home not approved nor licensed by the tribe, but designated as a potential placement home. The county is responsible for approving the home and completing SOC 815, 817, and 818 forms or licensing the home.

Title IV-E: Federal funding stream for out-of-home care maintenance payments.

Universe: All relative/NREFM placement cases in a county which meet the required standard's review criteria.

SAMPLE

The review uses a statistically valid random sample of relative and NREFM placement-month(s) drawn from the CWS/CMS for the county under review. The universe from which the sample was drawn was composed of each month or partial month a child was in a relative/NREFM placement for at least three calendar days. The sample also includes cases with a foster care aid code that have been referred to adoptions where the adoption had not yet been finalized, cases transferred in from another county prior to the last day of the review month, and ICWA cases.

For example, if Bob was placed in a relative/NREFM home from August through October, he is eligible to be part of the sample for each month in placement or a maximum of three times.

A case will be reviewed for the specific placement-month(s) drawn in the sample.

For example, if the Bob-placement was selected for September, the review of Bob's placement would be conducted only for the month of September.

Each placement-month(s) under review is reviewed to the SOC 815, 817, and 818 forms found on CWS/CMS. Each placement-month(s) drawn is given its own sample number. When a placement-month(s) on the random sample list cannot be read, the next available placement-month(s) on the list will be read until a total representing the predetermined percent to total has been reached.

Cases that will be Excluded from the Review Sample

During the Rebuttal Process, the CSOB will exclude placement-month(s) from the sample if the case meets the criteria identified below. The county will be required to submit documentation (as part of the rebuttal process) to the CSOB that supports exclusion of the placement-month(s) due to one of the following reasons. (Please refer to Acceptable Documentation in Part II of the Review Manual, see page 39.)

- Child placed through ICPC.
- Any legal guardianship where there is no foster care payment.
- Foster homes licensed prior to the third day of the review month.
- Cases identified as removed or transferred from the relative/NREFM placement prior to the first day of the review month.
- Cases identified as not in a relative/NREFM placement and the placement home is certified by a foster family agency prior to the third day of the review month.
- Inter-county transfer cases if the home is not due for an annual reassessment by the receiving county.
- Cases where child returned home prior to detention hearing.

DATA

A major objective of the 2004 Review is to obtain data to determine levels of compliance. This data will assist in the development and implementation of county CAPs.

COMPLIANCE

Each assessment/approval area reviewed will require a compliance level of 90 percent or more to be found in compliance. Areas found in compliance with a level of 90 percent or above will not require a CAP.

RELATIVE/NREFM REVIEW PROCESS OF CWS CASES

Pre-Review Communications

The CDSS will contact the county CWS Director 60 days (as necessary) in advance and 30 days prior to the online review start date.

Online Review Process

Using CWS/CMS, the CSOB will review the sample placement-month(s) online to verify that the county has completed the required SOC 815, 817, and 818 forms to determine compliance in the standard review areas (Criminal Record Clearance, Caregiver Qualifications, Safety of the Home and Grounds, Child's Personal Rights, and Training and Orientation); whether standards were met on or before the date of the relative/NREFM home approval; and if the annual reassessment of the relative/NREFM home was completed by the last day of the 12th calendar month following the previous assessment/approval date. For example, if the home had been approved on May 23, 2003, the annual reassessment would need to be completed and documented by May 31, 2004.

In support of the CSOB, the CDSS Fiscal Policy Bureau (FPB) will be requesting fiscal data which is needed to determine if a Title IV-E payment was claimed in the sample month for each case. The FPB will also determine if the sample placement-month(s) is in compliance with the Title IV-E eligibility requirements. The FPB will also determine if the sample placement-month(s) is in compliance with the Title IV-E eligibility requirements. For information on the IV-E review and fiscal adjustment process, refer to the fiscal attachments A and B as outlined in ACIN I-84-05 dated December 28, 2005.

Upon completion of the online review, the CSOB will provide a Rebuttal Matrix of the preliminary findings to the CWS Director and a copy to the county contact. The Rebuttal Matrix will identify the assigned sample case numbers, the placement-month(s) reviewed and the cases not initially in compliance.

The Comments Section of the Rebuttal Matrix will have a brief description of what is needed to bring the placement-month(s) into compliance. The county is to utilize this document as a guide to identify what hard copy documentation is to be sent to the CSOB for rebuttal. **There is only one rebuttal period for the relative/NREFM online review.**

Rebuttal Process

The county will have **15** working days from the receipt of the Relative/NREFM assessment/approval review cover letter transmitting the Rebuttal Matrix to send the CSOB rebuttal documentation supporting or clarifying how each case meets assessment/approval compliance requirements or supporting why the case should be excluded from the review. The CSOB will use the date on the receipt of certified mail to start the 15-day timeframe. [Due to stricter confidentiality requirements, all confidential case information must be double-enveloped (a sealed addressed envelope within an envelope) and sent priority mail, overnight or another secure routing service. Do not send confidential information via electronic fax].

Rebuttal documentation for placement month(s) that are eligible to be reviewed is limited to hard copy of the original SOC 815, 817, and 818 forms. Or, through the rebuttal process, the county will submit a letter certifying that the home during the placement review month was an emergency/temporary placement. This letter must be signed by the supervisor. *The CSOB expects counties to maintain the original signed and initialed documents in the county record should they be required for audit purposes, including documentation supporting compliance with criminal record clearances, such as the Criminal Record Statement (LIC 508).*

The CSOB will review the rebuttal documents submitted by the county and determine if the documentation supports that the review area met required assessment/reassessment and approval standards within the required timeframes.

Oversight Report

At the conclusion of the online review and rebuttal process, the CSOB will document the findings of the county's Relative Assessment Review in an Oversight Report. The Oversight Report will identify the specific findings and compliance level for each area reviewed. The Oversight Report will also identify systemic compliance for Live Scan fingerprint submission. The CSOB will send the county an Oversight Report cover letter, the Oversight Report and the Final Case Status Matrix identifying a list of cases, placement-month(s) and required assessment/approval areas that could not be verified as meeting compliance. A copy of the Oversight Report and Final Case Status Matrix will be forwarded to the FPB. The claim adjustment process is described in ACIN I-84-05, Attachment C.

Corrective Action of Non-Compliant Cases

The CSOB will request in the Oversight Report cover letter that the county take corrective action on those cases and their respective review standard areas still found out of compliance. The county will have **30** days from the receipt of the Oversight Report cover letter to bring the identified specific review standard into compliance with the relative/NREFM assessment/approval requirements. The CSOB will review the case to verify the county has updated the SOC forms in the respective identified review standard areas found out of compliance as part of the 30-Day Online Review. *The county is asked not to submit any documentation supporting compliance for these cases until they are asked to do so as part of the 30-day rebuttal process.*

30-Day Review Process

This review will take place no earlier than 30 days after the county's receipt of the Oversight Report cover letter. The 30-Day Online Review is limited to a review of only those cases with placement-month(s) that were determined to be out of compliance with standards. The purpose of this follow-up review is to determine if the county has rectified the condition(s) that caused the placement-month(s) to be determined as not meeting the required standards.

The 30-Day Online Review process is as follows:

- The CSOB will use the Final Case Status Matrix enclosed with the Oversight Report to identify the cases and standards to be re-reviewed on CWS/CMS.
- The CSOB will review SOC 815, 817, and 818 forms online to verify that standards found out of compliance have been corrected.

Since county Probation Departments do not have access to CWS/CMS, they must provide the CSOB with hard copies of the original SOC forms.

- If the CSOB is able to verify that the standards have been corrected, the CSOB will send the county a letter with these findings.
- If the SOC 815, 817, and 818 forms are not found online or are incomplete, the CSOB will prepare a 30-Day Online Review Matrix.
- The CSOB will send the county a 30-Day Online Review cover letter with the 30-Day Online Review Matrix requesting that the county provide a hard copy of the SOC forms documenting that the standards have been met.
- The county will have **five** working days from the county's receipt of the 30-Day Online Review Matrix cover letter to submit a copy of the original hard copy of the SOC 815, 817, and 818 documents.
- Upon receipt of the requested SOC documents, the CSOB will determine if the standards have been met.
- The CSOB will send the CWS Director or the Chief Probation Office a 30-Day Online Review Corrective Action letter and 30-Day Online Review Correction Action final matrix documenting their findings.

During the 30-Day Online Review rebuttal process, counties may submit a hard copy of the corrected page(s) of the SOC 815, 817, and 818 forms found to be incomplete or a copy of the most recent annual reassessment to demonstrate that the county has taken corrective action on a case. The annual reassessment documentation should include all pages of the SOC 815, 817, and 818 forms.

The CSOB is aware that case circumstances may have changed since the placement-month(s) was initially reviewed. For example, the case may now be closed due to the finalization of an adoption or transfer of jurisdiction. If this has occurred, the county is not expected to provide the CSOB with copies of the completed SOC 815, 817, and 818 forms; rather the county is to submit documentation verifying that the case is closed or transferred.

Corrective Action Plan (CAP)

The CSOB will require the county to develop a CAP for systemic changes to each standard area determined to be below the established 90 percent compliance threshold identified in the “Review Results Page” of the Oversight Report. For each standard found below the threshold, the CAP is to include:

- A statement(s) of the problem(s);
- A cause(s) of the problem(s);
- A plan objective for correcting the problem(s);
- Implementation issues and timeframes for implementing the corrective actions identified as part of the plan objective, including a projection of when compliance will be achieved; and
- An evaluation component to measure progress.

A CAP is not required for individual cases.

The CAP must be submitted to the CSOB within **30** days of the county’s receipt of the Oversight Report cover letter. The timeframe will begin on the day the county received the information by certified mail. When the CAP is received from the county, the CSOB will review it to determine if the corrective actions proposed will correct the systemic problems for the non-compliant areas identified by the county. The CSOB may contact the county regarding the CAP and may request the county to revise the CAP to include additional information or timeframes. Once approved, the CSOB will send the county a letter including a copy of the approved CAP.

60-Day Online Review

This review will take place 60 days after the county CAP is approved by the CSOB. The purpose of this review is to determine whether systemic problems involving the county relative/NREFM approval process have been corrected. This review also provides the county and the CSOB information on the effectiveness of the objectives and plans identified in the county CAP. (*NOTE: If no CAP is required, the county will not have a 60-day review*). The sample for this review will be limited to only those cases that have been initially assessed/approved or annually reassessed/approved 30 days after the CSOB approved the county CAP. For example, if the CSOB approved the county CAP on January 1st, it would review cases that were initially assessed/approved or annually reassessed/ approved on or after January 31st. The 60-day review process is as follows:

- The CSOB will review CWS/CMS for online versions of the SOC 815, 817, and 818 forms to verify that the home meets the required relative/NREFM approval standards.
- The CSOB upon completion of the 60-Day Online Review will provide a 60-Day Online Review Findings Matrix cover letter and 60-Day Review Findings Matrix to the CWS Director and a copy to the county contact.
- The county will have **five** working days from the county’s receipt of the 60-Day Online Review Findings Matrix cover letter to submit hard copy documentation of the original SOC 815, 817, and 818 forms needed to verify the case and its respective placement-month(s) met the standards.

- The CSOB will determine if the documentation brings the case and its respective placement-month(s) into compliance with the standards.
- The CSOB will issue a Final 60-Day Online Review cover letter and Final 60-Day Online Review Matrix to the CWS Director.

RELATIVE/NREFM REVIEW OF PROBATION CASES

Pre-Review Communications

The CDSS will contact the county Chief Probation Officer 60 days (as necessary) in advance and 30 days prior to the online review start date.

Review Process

Since the CDSS will not be able to use CWS/CMS to review relative placements for probation cases, the CSOB will provide the Chief Probation Officer with a copy of the children and placement months selected for review and request that they provide a hard copy of the completed home approval documents (SOC 815, 817 and 818) for each child identified. The County Probation Agency will be given **15** working days to provide the hard copy documentation to the CSOB. The CSOB will review the documentation submitted to verify that the county has completed the required SOC 815, 817, and 818 forms to determine compliance in the standard review areas (Criminal Record Clearance, Caregiver Qualifications, Safety of the Home and Grounds, Child's Personal Rights, and Training and Orientation); whether standards were met on or before the date of the relative/NREFM home approval; and, if the annual reassessment of the relative/ NREFM home was completed by the last day of the 12th calendar month following the previous assessment/approval date. For example, if the home had been approved on May 23, 2003, the annual reassessment would need to be completed and documented by May 31, 2004.

In support of the CSOB, the CDSS FPB will be requesting fiscal data which is needed to determine if a Title IV-E payment was claimed in the sample month for each case. The FPB will also determine if the sample placement-month(s) is in compliance with the Title IV-E eligibility requirements. For information on the IV-E review and fiscal adjustment process, refer to the fiscal attachments A and B as outlined in ACIN I-84-05 dated December 28, 2005.

Upon completion of the review, the CSOB will provide a Rebuttal Matrix of the preliminary findings to the Chief Probation Officer and a copy to the county contact. The Rebuttal Matrix will identify the assigned sample case numbers, the placement-month(s) reviewed and the cases not initially in compliance.

The Comments Section of the Rebuttal Matrix will have a brief description of what is needed to bring the placement-month(s) into compliance. The county is to utilize this document as a guide to identify what hard copy documentation is to be sent to the CSOB for rebuttal. **There is only one rebuttal period for the relative/NREFM online review.**

Rebuttal Process

The county will have **15** working days from the receipt of the Relative/NREFM assessment/approval review cover letter transmitting the Rebuttal Matrix to send the CSOB rebuttal documentation supporting or clarifying how each case meets assessment/approval compliance requirements or supporting why the case should be excluded from the review. The CSOB will use the date on the receipt of certified mail to start the 15-day timeframe. [Due to stricter confidentiality requirements, all confidential case information must be double-enveloped (a sealed addressed envelope within an envelope) and sent priority mail, overnight or another secure routing service. Do not send confidential information via electronic fax].

Rebuttal documentation for placement month(s) that are eligible to be reviewed is limited to hard copy of the original SOC 815, 817, and 818 forms.

The CSOB will review the rebuttal documents submitted by the county and determine if the documentation supports that the review area met required assessment/reassessment and approval standards within the required timeframes.

Oversight Report

At the conclusion of the online review and rebuttal process, the CSOB will document the findings of the county's Relative Assessment Review in an Oversight Report. The Oversight Report will identify the specific findings and compliance level for each area reviewed. The Oversight Report will also identify systemic compliance for Live Scan fingerprint submission. The CSOB will send the county an Oversight Report cover letter, the Oversight Report and the Final Case Status Matrix identifying a list of cases, placement-month(s) and required assessment/approval areas that could not be verified as meeting compliance. A copy of the Oversight Report and Final Case Status Matrix will be forwarded to the FPB. The claim adjustment process is described in ACIN I-84-05, Attachment C.

Corrective Action of Non-Compliant Cases

The CSOB will request in the Oversight Report cover letter that the county take corrective action on those cases and their respective review standard areas still found out of compliance. The county will have **30** days from the receipt of the Oversight Report cover letter to bring the identified specific review standard into compliance with the relative/NREFM assessment/approval requirements. The CSOB will review the case to verify the county has updated the SOC forms in the respective identified review standard areas found out of compliance as part of the 30-Day Review Process. *The county is asked not to submit any documentation supporting compliance for these cases until they are asked to do so as part of the 30-day rebuttal process.*

30-Day Review Process

This review will take place no earlier than 30 days after the county's receipt of the Oversight Report cover letter. The 30-Day Review is limited to a review of only those cases with placement-month(s) that were determined to be out of compliance with standards. The purpose of this follow-up review is to determine if the county has rectified the condition(s) that caused the placement-month(s) to be determined as not meeting the required standards.

The 30-Day Review process is as follows:

- The CSOB will use the Final Case Status Matrix enclosed with the Oversight Report to identify the cases and standards to be re-reviewed.
- The CSOB will contact the Chief Probation Officer, provide them with a copy of the Final Case Status Matrix and request that they submit a copy of the documents (SOC 815, SOC 817 and/or SOC 818) needed to determine compliance. The Chief Probation Officer will be given **15** working days to submit the documents to the CSOB.
- The CSOB will review SOC 815, 817, and 818 forms to verify that standards found out of compliance have been corrected.
- If the CSOB is able to verify that the standards have been corrected, the CSOB will send the county a letter with these findings.
- If the SOC 815, 817, and 818 forms submitted are incomplete or do not meet approval standards, the CSOB will prepare a 30-Day Review Matrix.
- The CSOB will send the Chief Probation Officer a 30-Day Review cover letter with the 30-Day Review Rebuttal Matrix requesting that the county provide a hard copy of the SOC forms documenting that the standards have been met.
- The county will have **five** working days from the county's receipt of the 30-Day Review cover letter and Rebuttal Matrix cover letter to submit a copy of the original hard copy of the SOC 815, 817, and 818 documents.
- Upon receipt of the requested SOC documents, the CSOB will determine if the standards have been met.
- The CSOB will send the Chief Probation Officer a Final 30-Day Review letter and 30-Day Review final matrix documenting their findings.

During the 30-Day Online Review rebuttal process, counties may submit a hard copy of the corrected page(s) of the SOC 815, 817, and 818 forms found to be incomplete or a copy of the most recent annual reassessment to demonstrate that the county has taken corrective action on a case. The annual reassessment documentation should include all pages of the SOC 815, 817, and 818 forms.

The CSOB is aware that case circumstances may have changed since the placement-month(s) was initially reviewed. For example, the case may now be closed due to the finalization of an adoption or transfer of jurisdiction. If this has occurred, the county is not expected to provide the CSOB with copies of the completed SOC 815, 817, and 818 forms; rather the county is to submit documentation verifying that the case is closed or transferred.

Corrective Action Plan (CAP)

The CSOB will require the county to develop a CAP for systemic changes to each standard area determined to be below the established 90 percent compliance threshold identified in the “Review Results Page” of the Oversight Report. For each standard found below the threshold, the CAP is to include:

- A statement(s) of the problem(s);
- A cause(s) of the problem(s);
- A plan objective for correcting the problem(s);
- Implementation issues and timeframes for implementing the corrective actions identified as part of the plan objective, including a projection of when compliance will be achieved; and
- An evaluation component to measure progress.

A CAP is not required for individual cases.

The CAP must be submitted to the CSOB within **30** days of the county’s receipt of the Oversight Report cover letter. When the CAP is received from the county, the CSOB will review it to determine if the corrective actions proposed will correct the systemic problems for the non-compliant areas identified by the county. The CSOB may contact the county regarding the CAP and may request the county to revise the CAP to include additional information or timeframes. Once approved, the CSOB will send the county a letter including a copy of the approved CAP.

60-Day Online Review

This review will take place 60 days after the county CAP is approved by the CSOB. The purpose of this review is to determine whether systemic problems involving the county relative/NREFM approval process have been corrected. This review also provides the county and the CSOB information on the effectiveness of the objectives and plans identified in the county CAP. *(NOTE: If no CAP is required, the county will not have a 60-day review).* The sample for this review will be limited to only those cases that have been initially assessed/approved or annually reassessed/approved 30 days after the CSOB approved the county CAP. For example, if the CSOB approved the county CAP on January 1st, it would review cases that were initially assessed/approved or annually reassessed/approved on or after January 31st. The 60-day review process is as follows:

- The CSOB will provide the Chief Probation Officer with a list of children and placement months and request that the county provide documentation that the home met approval standards for the placement months identified.
- The Chief Probation Officer will be given **15** working days to provide the CSOB with the documentation.
- The CSOB will review the documentation submitted to verify that the home met approval standards. Upon completion of the 60-Day Review, the CSOB will provide a 60-Day Review Findings Matrix cover letter and 60-Day Review Matrix to the Chief Probation Officer and a copy to the county contact.

- The county will have **five** working days from the county's receipt of the 60-Day Review Matrix cover letter to submit hard copy documentation of the original SOC 815, 817, and 818 forms needed to verify the case and its respective placement-month(s) met the standards.
- The CSOB will determine if the documentation brings the case and its respective placement-month(s) into compliance with the standards.
- The CSOB will issue a Final 60-Day Online Review cover letter and Final 60-Day Review Matrix to the Chief Probation Officer.

Technical Assistance

The CSOB consultants are available to provide technical assistance on all aspects of the monitoring process. Their name and phone number will be included in the relative assessment/approval review cover letter.

SECTION II

2004 RELATIVE ASSESSMENT REVIEW QUESTIONS

PLACEMENT

- P** Did the home meet home approval standards on or prior to the placement date?

TIMELINESS

- T** Were all approval standards met by the date of approval? (Initial Case)
- T** Was the home reassessed/approved on or before the last day of the 12th calendar month following the previous assessment/approval date? (Annual Case)

CRIMINAL BACKGROUND CHECKS

- Were criminal background checks (CBCs) completed for the caregiver and all adults living in the home, and all required clearances and exemptions obtained?

For a placement **not** identified as emergency placement, the Criminal Clearances are:

LS (Live Scan) received, **CACI** (DOJ CACI) received, **FBI** requested, **RB** (Rap Back) requested. *Please refer to page 10, where counties are expected to maintain additional information in child's case file.*

For a placement identified as **emergency placement**, the Criminal Clearances are:

CWS (CWS/CMS search) completed, **CC** (CLETS clearance) completed, **CACI** (DOJ CACI) received, and **LS** (Live Scan) fingerprints were submitted.

CAREGIVER QUALIFICATIONS

- CQ** Was the caregiver assessed as able to provide care and supervision of the child and provide for the child's needs?

SAFETY OF THE HOME AND GROUNDS

- SS** Has an on-site inspection of the home's building and grounds been conducted and was the determination made that the home is clean, safe, sanitary, in good repair for the safety and well-being of the child and that it meet required health and safety standards?

CHILD'S PERSONAL RIGHTS

- PR** Has information regarding the personal rights of foster children been provided to the prospective caregiver and the caregiver has agreed to provide a copy of that information to the child (or child's authorized representative where applicable) placed in his or her home?

TRAINING AND ORIENTATION

- T/O** Has the caregiver received a summary of the State approval regulations, and completed the orientation provided by the county?

CASE TYPE

Initial Case

When will you review a case as an **Initial Case**?

- If the placement date is within 12 months of the placement-month(s) under the review.

Annual Case

When will you review a case as an **Annual Case**?

- If the placement month under review is after the last day of the 12th calendar month following the previous assessment approval date documented on the SOC 815, page two. For example, if the home had been approved on May 23, 2003, the annual assessment would need to be completed and documented by May 31, 2004.

Emergency Placement

When will you review a case to determine if the case met standards required for an **emergency placement**?

- If the child was placed prior to home approval date and the child was placed in the placement-month(s) under review.

OR

- If through the rebuttal process the county identifies that the placement was an emergency placement.

Tribally-Approved Home

When will you review a case to determine if the case met standards required for a **tribally-approved home**?

- If through the rebuttal process the county identifies the case as tribally-approved.

SOC 815

For the SOC 815 to be considered complete.

- ✓ As appropriate, the boxes in items one through five on pages one and two are checked.
- ✓ Item three, page one documents the date and name of the worker inspecting the caregiver's home.
- ✓ Page two documents a date the worker certifies the home as approved.
- ✓ Page two documents the name of the home approval worker and date; and the name of the supervisor and date.

The "approval" date is a date on or after the dates documented on the SOC 817 and SOC 818 and a date after all required Criminal Clearances.

SOC 817

For the SOC 817 to be considered complete.

- ✓ Each statement under Standards Permitting Alternative Plans and Standards Not Permitting Alternative Plans on pages one and two must have "X" in the appropriate and applicable boxes in the Yes, No, N/A or Alternate/CAP columns. Any statement left unanswered would lead to the determination that the form is not complete.
- ✓ Page two documents the name of the home approval worker and date. *On or before the date of approval.*

SOC 818

For SOC 818 to be considered complete.

- ✓ All appropriate boxes on pages one through four are checked.
- ✓ Page four documents the name of the home approval worker and date. *On or before the date of approval.*
- ✓ All items on page five must be initialed or a N/A response documented by the caregiver.
- ✓ Page five documents the caregiver(s) name and date. *On or before the date of approval.*

PLACEMENT

Did the home meet home approval standards prior to **placement date**?

To be found in compliance, the case must document that the following assessments and clearances were completed on or before the **placement date**, the assessments and clearances are documented on the appropriate forms, each form is considered complete and each form documents required initials and signatures.

- Criminal Background Clearance dates for Live Scan (LS) , DOJ CACI (CACI) , and the date when the FBI requested and Rap Back were requested (for each adult listed on page three) are all documented on page three of the **SOC 815**.
- Home Approval date documented on page two of the **SOC 815**.
- Safety of the Home and Grounds (SS) assessment is documented on the **SOC 817**.
- Caregiver Qualifications (CQ) assessment is documented on the **SOC 818**.
- Personal Rights (PR) assessment is documented on the **SOC 818**.
- Training and Orientation (TO) assessment is documented on the **SOC 818**.

Required initials and signatures:

- SOC 815 page two, home approval worker and supervisor.
- SOC 817 page two, home approval worker.
- SOC 818 page four, home approval worker.
- SOC 818 page five, caregiver initials and caregiver signature.

For the **online review**:

- **Home approval worker name/signature** – can be typed on the SOC 815 page two, SOC 817 page two, and SOC 818 page four, or the form can document that the original signature is on file.
- **Supervisor name/signature** – can be typed on the SOC 815 page two or the form can document that the original signature is on file.
- **Caregiver initials**- can be typed on the SOC 818 page five.
- **Caregiver name/signature** – can be typed on the SOC 818 page five or the form can document that the original signature is on file.

For the **rebuttal review**, all initials and name/signatures must be a hard copy (photocopy) of the original SOC forms signed and dated by the county worker.

PLACEMENT (continued)

To be considered complete:

- **SOC 815 –**

- ✓ As appropriate, the boxes in items one through five on pages one and two are checked.
- ✓ Item three, page one documents the date and name of the worker inspecting the caregiver's home.
- ✓ Page two documents a date the worker certifies the home as approved.
- ✓ Page two documents the name of the home approval worker and date; and the name of the supervisor and date.

The "approval" date is a date on or after the dates documented on the SOC 817 and SOC 818 and a date after all required Criminal Clearances.

- **SOC 817 –**

- ✓ Each statement under Standards Permitting Alternative Plans and Standards Not Permitting Alternative Plans on pages one and two must have "X" in the appropriate and applicable boxes in the Yes, No, N/A or Alternate/CAP columns. Any statement left unanswered would lead to the determination that the form is not complete.
- ✓ Page two documents the name of the home approval worker and date. *On or before the date of approval.*

- **SOC 818 –**

- ✓ All appropriate boxes on pages one through four are checked.
- ✓ Page four documents the name of the home approval worker and date. *On or before the date of approval.*
- ✓ All items on page five must be initialed or a N/A response documented by the caregiver.
- ✓ Page five must document the caregiver(s) name and date. *On or before the date of approval.*

TIMELINESS (INITIAL CASE)

Were all approval standards met by the date of **approval**?

To be found in compliance, the case must document that the following assessments and clearances were completed on or before the **approval date**, the assessments and clearances are documented on the appropriate forms, each form is considered complete and each form documents required initials and signatures.

- Criminal Background Clearance dates for Live Scan (LS) , DOJ CACI (CACI), and FBI requested, and the date when the Rap Back were requested (for each adult listed on page three) are all documented on page three of the **SOC 815**.
- Home Approval date documented on page two of the **SOC 815, Box A**.
 - *If there is a plan of correction, the approval of the home can be documented on page two of the **SOC 815, Box B and C**. The approval date will be the later of the two dates in **Box B and C**. Please refer to page 43 of the Review Manual to find these boxes.*
- Safety of the Home and Grounds (SS) assessment is documented on the **SOC 817**.
- Caregiver Qualifications (CQ) assessment is documented on the **SOC 818**.
- Personal Rights (PR) assessment is documented on the **SOC 818**.
- Training and Orientation (TO) assessment is documented on the **SOC 818**.

Required initials and signatures:

- SOC 815 page two, home approval worker and supervisor.
- SOC 817 page two, home approval worker.
- SOC 818 page four, home approval worker.
- SOC 818 page five, caregiver initials and caregiver signature.

For the **online review**:

- **Home approval worker name/signature** – can be typed on the SOC 815 page two, SOC 817 page two, and SOC 818 page four, or the form can document that the original signature is on file.
- **Supervisor name/signature** – can be typed on the SOC 815 page two or the form can document that the original signature is on file.
- **Caregiver initials**- can be typed on the SOC 818 page five.
- **Caregiver name/signature** – can be typed on the SOC 818 page five or the form can document that the original signature is on file.

For the **rebuttal review**, all initials and name/signatures must be original on a hard copy of the original SOC forms.

TIMELINESS (INITIAL CASE) continued

To be considered complete:

- **SOC 815 –**

- ✓ As appropriate, the boxes in items one through five on pages one and two are checked.
- ✓ Item three, page one documents the date and name of the worker inspecting the caregiver's home.
- ✓ Page two documents a date the worker certifies the home as approved.
- ✓ Page two documents the name of the home approval worker and date; and the name of the supervisor and date.

The "approval" date is a date on or after the dates documented on the SOC 817 and SOC 818 and a date after all required Criminal Clearances.

- **SOC 817 –**

- ✓ Each statement under Standards Permitting Alternative Plans and Standards Not Permitting Alternative Plans on pages one and two must have "X" in the appropriate and applicable boxes in the Yes, No, N/A or Alternate/CAP columns. Any statement left unanswered would lead to the determination that the form is not complete.
- ✓ Page two documents the name of the home approval worker and date. *On or before the date of approval.*

- **SOC 818 –**

- ✓ All appropriate boxes on pages one through four are checked.
- ✓ Page four documents the name of the home approval worker and date. *On or before the date of approval.*
- ✓ All items on page five must be initialed or a N/A response documented by the caregiver.
- ✓ Page five must document the caregiver(s) name and date. *On or before the date of approval.*

TIMELINESS (Annual Case)

Was the home reassessed/approved on or before the last day of the 12th calendar month following the **previous assessment/approval date**?

To be found in compliance, the case must document that the following assessments and clearances were completed on or before the last day of the 12th calendar month following the **previous assessment/approval date**, the reassessments and clearances are documented on the appropriate forms, each form is considered complete and each form documents required initials and signatures.

- Criminal Background Clearance dates for Live Scan (LS) , DOJ CACI (CACI) , FBI, and the date when the Rap Back were requested (for each adult listed on page three) are all documented on page three of the **SOC 815**.
- Home reassessment/approval date documented on page two of the **SOC 815**.
- Safety of Home and Grounds (SS) reassessment is documented on the **SOC 817**.
- Caregiver Qualifications (CQ) reassessment is documented on the **SOC 818**.
- Personal Rights (PR) reassessment is documented on the **SOC 818**.
- Training and Orientation (TO) reassessment is documented on the **SOC 818**.

Required initials and signatures:

- SOC 815 page two, home approval worker and supervisor.
- SOC 817 page two, home approval worker.
- SOC 818 page four, home approval worker.
- SOC 818 page five, caregiver initials and caregiver signature.

For the **online review**:

- **Home approval worker name/signature** – can be typed on the SOC 815 page two, SOC 817 page two, and SOC 818 page four, or the form can document that the original signature is on file.
- **Supervisor name/signature** – can be typed on the SOC 815 page two or the form can document that the original signature is on file.
- **Caregiver Initials**- can be typed on the SOC 818 page four.
- **Caregiver name/signature** – can be typed on the SOC 818 page five or the form can document that the original signature is on file.

For the **rebuttal review**, all initials and name/signatures must be original on a hard copy of the original SOC forms.

TIMELINESS (Annual Case) continued

To be considered complete:

- **SOC 815 –**

- ✓ As appropriate, the boxes in items one through five on pages one and two are checked.
- ✓ Item three, page one documents the date and name of the worker inspecting the caregiver's home.
- ✓ Page two documents a date the worker certifies the home as approved.
 - *If there is a plan of correction documented on page four of the **SOC 815**, then the approval date documented in **Box A** on page two of the SOC 815 can be 30 days after the last day of the 12th calendar month following the previous assessment approval date. OR,*
 - *If there is a plan of correction documented on page four of the **SOC 815**, the later date documented in **Boxes B and C** on page two of the **SOC 815**. Please refer to page 43 of the Review Manual to find these boxes.*
- ✓ Page two documents the name of the home approval worker and date; and the name of the supervisor and date.

The “approval” date is a date on or after the dates documented on the SOC 817 and SOC 818 and a date after all required Criminal Clearances.

- **SOC 817 –**

- ✓ Each statement under Standards Permitting Alternative Plans and Standards Not Permitting Alternative Plans on pages one and two must have “X” in the appropriate and applicable boxes in the Yes, No, N/A or Alternate/CAP columns. Any statement left unanswered would lead to the determination that the form is not complete.
- ✓ Page two documents the name of the home approval worker and date. *On or before the date of approval.*

- **SOC 818 –**

- ✓ All appropriate boxes on pages one through four are checked.
- ✓ Page four documents the name of the home approval worker and date. *On or before the date of approval.*

- ✓ All items on page five must be initialed or a N/A response documented by the caregiver.
- ✓ Page five must document the caregiver(s) name and date. *On or before the date of approval.*

EMERGENCY PLACEMENT

Did the case meet standards required for an **emergency placement**?

To be found in compliance, the case must document that the following clearances were completed on or before the **placement date** and the Safety of the Home and Grounds assessment is documented. The clearances and assessment are documented on the appropriate forms, each form is considered complete and each form documents required initials and signatures.

- Criminal Background Clearance dates for CWS/CMS search, CLETS, DOJ CACI (CACI), and document that the Live Scan (LS) clearance was submitted (for each adult listed on page three) are all documented on page three of the **SOC 815**.
- Safety of the Home and Grounds (SS) assessment is documented on the **SOC 817**.

Required signatures:

- SOC 817 page two, home approval worker.

For the **online review**:

Home approval worker name/signature – can be typed on the SOC 817, page two, or the form can document that the original signature is on file.

For the **rebuttal review**, all names/signatures must be original on a hard copy of the original SOC forms.

To be considered complete:

- **SOC 815** -
 - ✓ All required boxes on page three document a date on or before the date of placement for all adults listed on the form.
- **SOC 817** –
 - ✓ Each statement under Standards Permitting Alternative Plans and Standards Not Permitting Alternative Plans on pages one and two must have “X” in the appropriate and applicable boxes in the Yes, No, N/A or Alternate/CAP columns. Any statement left unanswered would lead to the determination that the form is not complete

TRIBALLY-APPROVED

Did the case meet the standards required for a **tribally-approved home**?

To be found in compliance, the case must be identified as ICWA eligible and the case must document that the following approval and clearances were completed on or before the **placement date**, the approval and clearances are documented on the appropriate forms, each form is considered complete and each form documents required initials, signatures and dates.

- Criminal Background Clearance dates for Live Scan (LS), DOJ CACI (CACI), FBI, and the date when the Rap Back requested (for each adult listed on page three) are all documented on page three of the **SOC 815** by date of placement.
- Document verifying home is tribally-approved

To be considered complete:

- **SOC 815** – page three
- **Tribal-Approval Document** – hard copy of the original document signed by the tribe, on tribal letterhead, that identifies the home as assessed and approved by the tribe and is dated on or before the date of placement.

CRIMINAL RECORD CLEARANCES

Initial Cases

- To be found in compliance, the SOC 815, pages one and two must be considered complete (refer to page 21), identify an approval date on or before the date of placement, **and**
- The SOC 815, page three must document that all required clearances (Live Scan, DOJ CACI) were received on or before the date of approval, the required FBI clearance has been requested and/or received on or before the date of approval, and must document the date when the DOJ Rap Back was requested.

Pages one through three of the SOC 815 are required to determine compliance. This standard **cannot** be found in compliance if:

- Any of the form (pages one, two, and three) is incomplete.
- Any of the form (pages one and two) does not have required signatures and dates.
- Any of the form (pages one, two, and three) is not found online or is not provided as part of the rebuttal process.
- Any of the form (pages one, two, and three) document dates after the last day of the review month, exception FBI received.
- Any of the required clearance dates are not documented on page three of the SOC 815.
- Any of the criminal clearances are dated after the date of approval.

Counties are to maintain the original signed and initialed documents in the county record should they be required for audit purposes, including documentation supporting compliance with criminal record clearances, such as the Criminal Record Statement (LIC 508).

Does not apply to a case identified as ICWA eligible with documentation of tribal-approval. For emergency placement criteria, please refer to page 31.

Annual Cases

- To be found in compliance, the SOC 815, pages one and two, must be considered complete (refer to page 21), identify a reassessment/approval date on or before the last day of the 12th calendar month following the previous assessment/ approval, **and**
- The SOC 815, page three must document that all required clearances were received on or before the date of reassessment/approval identified on page two of the SOC 815 and must document the date when the DOJ Rap Back was requested.

Pages one, two and three of the SOC 815 are required to determine compliance. This area **cannot** be found in compliance if:

- Any of the forms are incomplete.
- Any of the forms do not have required signatures and dates.

- Any of the forms are not found online or are not provided as part of the rebuttal process.
- The SOC 815, page two documents reassessment/approval dates after the last day of the 12th calendar month following the previous assessment/ approval date.
- Any of the required clearance dates are not documented on page three of the SOC 815.
- Any of the criminal clearances are dated after the date of reassessment/approval, exception FBI received.

Counties are to maintain the original signed and initialed documents in the county record should they be required for audit purposes, including documentation supporting compliance with criminal record clearances, such as the Criminal Record Statement (LIC 508).

Does not apply to a case identified as ICWA eligible with documentation of tribal-approval.

TRAINING AND ORIENTATION (T/O)

Initial Cases

- To be found in compliance, the SOC 815, pages one and two, must be considered complete (refer to page 21), identify an approval date on or before the last day of the placement month reviewed, **and**
- The SOC 818 must be considered complete (refer to page 23) and is dated on or before the date of approval (SOC 815, page two).

Pages one and two of the SOC 815 and pages one through five of the SOC 818 are required to be online to determine compliance. This area **cannot** be found in compliance if:

- Any of these forms are incomplete.
- Any of the forms do not have required signatures and dates.
- Any of the forms are not found online or provided as part of the rebuttal process.
- Any of the dates documented on page four and five of the SOC 818 are after the date of approval (SOC 815, page two).

Does not apply to a case identified as ICWA eligible with documentation of tribal-approval. For emergency placement criteria, please refer to page 31.

Annual Cases

- To be found in compliance, the SOC 815, pages one and two, must be considered complete (refer to page 21), **and**
- The SOC 818 is considered complete (refer to page 23) and is dated on or before the date of reassessment/approval (SOC 815, page two).

Pages one and two of the SOC 815 and pages one through five of the SOC 818 are required to be online to determine compliance. This area **cannot** be found in compliance if:

- Any of these forms are incomplete.
- Any of the forms do not have required signatures and dates.
- Any of the forms are not found online or are not provided as part of the rebuttal process.
- Any of the dates documented on page four and five of the SOC 818 are after the date of reassessment/approval (SOC 815, page two).

Does not apply to a case identified as ICWA eligible with documentation of tribal-approval.

SAFETY STANDARDS OF THE HOME AND GROUNDS (SS)

Initial Cases

- To be found in compliance, the SOC 815, pages one and two, must be considered complete (refer to page 21), **and**
- The SOC 817 is considered complete (refer to page 22) and dated on or before the date of approval (SOC 815 page two).

Pages one and two of the SOC 815 and pages one and two of the SOC 817 are required to be online to determine compliance. This standard cannot be found in compliance if:

- Any of the forms are incomplete.
- Any of the forms do not have required signatures and dates.
- Any of the forms are not found online or provided as part of the rebuttal process.
- The SOC 817 is dated after the date of approval (SOC 815, page two).

Does not apply to a case identified as ICWA eligible with documentation of tribal-approval. For emergency placement criteria, please refer to page 31.

Annual Cases

- To be found in compliance, the SOC 815, pages one and two, must be considered complete (**refer to page 21**), **and**
- The SOC 817 is considered complete (refer to page 22) and is dated on or before the date of reassessment/approval (SOC 815 page two).

Pages one and two of the SOC 815 and pages one and two of the SOC 817 are required to be online to determine compliance. This standard cannot be found in compliance if:

- Any of the forms are incomplete.
- Any of the forms do not have required signatures and dates.
- Any of the forms are not found online or are not provided as part of the rebuttal process.
- The SOC 817 is dated after the date of reassessment/approval (SOC 815, page two).

Does not apply to a case identified as ICWA eligible with documentation of tribal-approval.

CAREGIVER QUALIFICATIONS (CQ)

Initial Cases

- To be found in compliance, the SOC 815, pages one and two, must be considered complete (refer to page 21), **and**
- The SOC 818 pages one through five are considered complete (refer to page 23) and the form is dated on or before the date of approval (SOC 815, page two).

Pages one and two of the SOC 815 and pages one through five of the SOC 818 are required to be online to determine compliance. This standard **cannot** be found in compliance if:

- Any of the forms are incomplete.
- Any of the forms do not have required signatures and dates.
- Any of the forms are not found online or are not provided as part of the rebuttal process.
- Page four or five of the SOC 818 document dates after the date of approval (SOC 815, page two).

Does not apply to a case identified as ICWA eligible with documentation of tribal-approval. For emergency placement criteria, please refer to page 31.

Annual Cases

- To be found in compliance, the SOC 815, pages one and two, must be considered complete (refer to page 21), **and**
- The SOC 818, pages one through five are considered complete (refer to page 23) and the form is dated on or before the date of reassessment/approval (SOC 815, page two).

Pages one and two of the SOC 815 and pages one through five of the SOC 818 are required to be online to determine compliance. This standard **cannot** be found in compliance if:

- Any of the forms are incomplete.
- Any of the forms do not have required signatures and dates.
- Any of the forms are not found online or are not provided as part of the rebuttal process.
- Page four or five of the SOC 818 document dates after the date of reassessment/approval (SOC 815, page two).

Does not apply to a case identified as ICWA eligible with documentation of tribal-approval.

CHILD'S PERSONAL RIGHTS (PR)

Initial Cases

- To be found in compliance, the SOC 815, pages one and two, must be considered complete (refer to page 21), **and**
- The SOC 818 page one through five are considered complete (refer to page 23) and the form is dated on or before the date of approval (SOC 815 page two).

Pages one and two of the SOC 815 and pages one through five of the SOC 818 are required to be online to determine compliance. This standard **cannot** be found in compliance if:

- Any of the forms are incomplete.
- Any of the forms do not have required signatures and dates.
- Any of the forms are not found online or are not provided as part of the rebuttal process.
- Page four or five of the SOC 818 document dates after the date of approval (SOC 815, page two).

Does not apply to a case identified as ICWA eligible with documentation of tribal approval. For emergency placement criteria, please refer to page 31.

Annual Cases

- To be found in compliance, the SOC 815, pages one and two, must be considered complete (refer to page 21), **and**
- The SOC 818, pages one through five are considered complete (refer to page 23) and dated on or before the date of reassessment/approval (SOC 815, page two).

Pages one and two of the SOC 815 and pages one through five of the SOC 818 are required to determine compliance. This standard **cannot** be found in compliance if:

- Any of the forms are incomplete.
- Any of the forms do not have required signatures and dates.
- Any of the forms are not found online or are not provided as part of the rebuttal process.
- Page four or five of the SOC 818 document dates after the date of reassessment/approval (SOC 815, page two).

Does not apply to a case identified as ICWA eligible with documentation of tribal approval.

ACCEPTABLE DOCUMENTATION

Online Review

- Acceptable documentation is limited to the SOC 815, SOC 817 and SOC 818 forms.
- These forms can be imported forms.
- These forms can be a scanned copy of the original SOC 815, SOC 817 and SOC 818 forms.
- These forms can document a scanned copy with original document with signatures and written dates.
- These forms can be imported documents with typed worker and supervisor names or wording stating that the original signature is on file.
- These forms can document a scanned copy of the original document with caregiver initials and caregiver signature.
- These forms can be imported documents with caregiver initials that are typed and a caregiver name and wording stating that the original signature is on file.

Rebuttal Review

- Acceptable documentation is limited to a hard copy of the original SOC 815, SOC 817 and SOC 818 forms.
 - *For annual cases, counties may submit a hard copy of the original SOC 815 pages one through four, completed at the initial home approval to verify the training and orientation standard.*
- These forms must document an original signature of the worker and supervisor.
- These forms must document the original caregiver initials and caregiver signature.
- Dates can be typed or written.
- Or, a letter certifying that the home during the placement review month was an emergency/temporary placement. This letter must be signed by the supervisor.

ACCEPTABLE DOCUMENTATION (continued)

Case to be excluded or removed from Sample

Acceptable documentation will vary and will depend on the criteria identified for the case being considered:

- ❖ Interstate Compact on the Placement of Children.
 - Acceptable documentation would include a 100B dated before the placement-month(s) under review.
 - Acceptable documentation would include a Court Order for out-of-state placement dated before placement month under review.
- ❖ Legal Guardianship where there is no foster care payment.
 - Acceptable documentation would include a copy of the Court Order establishing guardianship dated before the placement-month(s) under review, and the case does not document a 42 aid code.
 - If the case documents a 42 aid code, the county must submit documentation verifying that the case placement-month(s) was not identified as receiving a foster care payment in the placement-month(s) under review.
- ❖ Foster homes licensed prior to the third day of the review month.
 - Acceptable documentation would include a copy of the foster care license dated before the placement-month(s) under review.
- ❖ Cases identified as removed or transferred from the relative/NREFM placement prior to the first day of the review month.
 - Acceptable documentation would include a copy of the Court Order returning the child home or a new signed placement agreement signed prior to the first day of the review month.
- ❖ Cases identified as not in a relative/NREFM placement and the placement home is certified by a foster family agency prior to the third day of the review month.
 - Acceptable documentation would include a copy of the Agency Placement Agreement dated prior to the third day of the placement-month(s) under review and documentation that a foster care payment was issued to the Foster Family Agency in the placement month under review.
- ❖ Inter-county transfer cases if the home is not due for an annual reassessment by the receiving county.
 - Acceptable documentation would include a copy of the Court Order accepting transfer and documentation of when the receiving county began placement payments to the caregiver.
- ❖ Cases where child returned home prior to or at the detention hearing.
 - Acceptable documentation would include a copy of the Court Order dismissing the petition.

Tribally-Approved Home

Acceptable documentation would include any document signed by the tribe, on tribal letterhead, that identifies the home as assessed and approved by the tribe and is dated on or before the date of placement.

Section III

APPROVAL OF FAMILY CAREGIVER HOME – The documentation that the county has assessed the caregivers criminal background records/prior abuse clearances, caregiver qualifications, safety of the home and grounds, personal rights, completion of orientation and training by checking the appropriate boxes and certifying a home approval date.

- ✓ The CSOB will open the Case Management section of the child's case in CWS/CMS and open the Existing Document-Case notebook to locate the online copy of the SOC 815, pages one and two, to determine compliance.

(If pages one and two of the SOC 815 found online does not document an "X" in all of the required boxes indicating that the standard was met, and/or a home approval/reassessment date that is prior to the last day of the placement month under review, and/or the Assessment Approval Worker signature and date and/or Supervisor's signature and date, the CSOB will request that the county submit a hard copy of the original SOC 815, pages one and two, as part of the Rebuttal Process. The CSOB will check a hard copy of the original SOC 815, pages one and two, to determine compliance.)

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY	CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
Approval of Family Caregiver Home	
Pursuant to the provisions of WIC Section 319, I certify that I assessed	
CAREGIVER NAME	
Name _____	
Address _____	
the <input type="checkbox"/> Relative <input type="checkbox"/> NREFM	Relationship to child _____
of _____	; and
Child's Name _____ Social Security Number _____	DOB _____
the <input type="checkbox"/> Relative <input type="checkbox"/> NREFM	Relationship to child _____
1. CRIMINAL RECORD/ PRIOR ABUSE CLEARANCES	
Criminal Record and Child Abuse records have been checked for the caregiver(s), all adults living in the home or on the premises, and other non-exempt person(s) who have routine contact with the child(ren).	
<input checked="" type="checkbox"/>	ALL ADULTS CLEARED
<input type="checkbox"/>	NOT CLEARED
2. CAREGIVER QUALIFICATIONS	
<input checked="" type="checkbox"/>	The above named prospective caregiver has been assessed as able to care for and supervise the above named child(ren) and provide for the child(ren)'s special needs; Caregiver Assessment completed and attached.
<input type="checkbox"/>	CAREGIVER NOT QUALIFIED.
3. SAFETY OF THE HOME AND GROUNDS	
<input checked="" type="checkbox"/>	An on-site inspection of the home's building and grounds was conducted on _____ by _____ WORKER NAME
	(Date) (Name)
<input checked="" type="checkbox"/>	The home is clean, safe, sanitary and in good repair for the safety and well-being of the child(ren), meeting required licensing/approval standards set forth in MPP 31-445.3; Checklist of Health and Safety Standards completed and attached.
<input type="checkbox"/>	HOME DOES NOT MEET APPROVAL STANDARDS.

4. CHILD'S PERSONAL RIGHTS

- ☒ Information regarding the personal rights of foster children has been provided to the prospective caregiver who has agreed to provide a copy of that information to any child (or the child's authorized representative where applicable) placed in his or her home.

5. COMPLETION OF ORIENTATION/TRAINING

- ☒ The caregiver has received a summary of State approval regulations and completed the orientation provided by the county.

BOX A

☒ I certify that the above named caregiver meets the standards for relative or non-relative extended family member home approval as of DATE HERE.
(Date)

BOX B

OR

☒ I certify that as of DATE HERE the above named
(Date)
caregiver meets the standards for relative or non-relative extended family member home approval pending completion of the Plan of Correction.

BOX C

☐ Plan of Correction completed on _____.

BOX D

☐ Plan of Correction not completed by agreed due date.

BOX E

☐ I certify that the above named caregiver DOES NOT meet the standards for relative or non-relative extended family member home approval as of _____.
(Date)

WORKER SIGNATURE

Assessment Approval Worker's Signature

DATE

(Date)

Assessment Approval County

SUPERVISOR SIGNATURE

Supervisor's Signature

DATE

(Date)

SOC 815 pages 1 and 2

CRIMINAL RECORD/PRIOR ABUSE CLEARANCES - The documentation that the criminal record and child abuse records of the caregiver, and all adults living in the home, or having routine contact with the child have been checked, and all required clearances and exemptions obtained.

In addition to the SOC 815 pages one and two

- ✓ The CSOB will open the Case Management Section under of the child's case in CWS/CMS and open the Existing Document-Case notebook to locate the online copy of the SOC 815 page three to determine compliance.

(If page three of the SOC 815 found online does not document the dates needed to determine compliance or is not found online, the CSOB will request that the county submit a hard copy of the original SOC 815, page three, as part of the Rebuttal Process. The CSOB will check a hard copy of the original SOC 815, page three, to determine compliance.)

The SOC 815, page three, must have dates typed or written in the requested and received column for each adult listed.

- Clearance dates reviewed for Emergency Placements will be limited to:
 - ① CLETS Completed Date
 - ② CWS/CMS Search Completed Date
 - ③ Live Scan Fingerprints Submitted Date
 - ⑤ DOJ CACI Received Date
- Clearance dates reviewed for all other placements, including tribal-approval include:
 - ④ Live Scan Received Date
 - ⑤ DOJ CACI Received Date
 - ⑥ FBI Requested Date
 - ⑦ Rap Back Requested Date

CRIMINAL BACKGROUND CHECKS											SOC 815, page 3
	①	②	③	④	⑤	⑥	*				⑦
Caregiver	CLETS Date	CWS/CMS Search Date	Live Scan Fingerprints Submitted Date	Live Scan Received Date	DOJ CACI Received Date	FBI Requested Date	FBI Received Date	Exemption Requested Date	Exemption Granted Date	Exemption Denied Date	DOJ RAP Back Requested Date
Other Adults											

SAFETY OF THE HOME AND GROUNDS - The documentation indicating that an on-site inspection of the home's building and grounds was conducted, and the home is clean, safe, sanitary, and in good repair for the safety and well-being of the child. The home meets required health and safety standards.

In addition to the SOC 815 pages one and two:

- ✓ The CSOB will open the Case Management section of the child's case in CWS/CMS and open the Existing Document-Case notebook to locate the online copy of the SOC 817, pages one and two, "Checklist of Health and Safety Standards for Approval of the Caregiver Home" to determine compliance.

(If any of the SOC 817 pages found online are not considered complete or if the SOC 817 is not found online, the CSOB will request a hard copy of the original SOC 817, pages one and two "Checklist of Health and Safety Standards for Approval of the Caregiver Home". The CSOB will check a hard copy of the original SOC 817, pages one and two, "Checklist of Health and Safety Standards for Approval of the Caregiver Home to determine compliance.)

Each statement under Standards Permitting Alternative Plans and Standards Not Permitting Alternative Plans on pages one and two. must have an "X" in the appropriate and applicable boxes in the Yes, No or N/A or Alternate/CAP columns. The SOC 817 must also have the worker signature and the date the home was assessed and approved.

Checklist of Health and Safety Standards for Approval of Family Caregiver Home

Pursuant to Division 31, MPP Section 31-445.3, in order to be approved, all Foster Care Homes must meet the following standards, set forth in Title 22, Division 6, Chapter 9.5, Article 3.

STANDARDS PERMITTING ALTERNATIVE PLANS <i>The following statements must be answered YES, unless not applicable or an Exception is granted, to approve the home for placement.</i>	Y e s	N o	N / A	*Alternative
1. Adequate bedroom space is provided: [§89387(a)]	X			
No more than 2 children share a bedroom.	X			
No sharing a bedroom by children of opposite sex unless each child is under 5 years of age.	X			
Each child has individual bed with clean linens, pillow, blankets, mattress in good repair.	X			
Each bedroom has sufficient portable or permanent closet and drawer space for each child.	X			
The child does not share a bedroom with an adult unless the child is an infant.	X			
There are no more than 2 infants and no more than 2 adults sharing the same bedroom.	X			
Infant has age-appropriate, safe/sturdy bassinet or crib.	X			
No room commonly used for other purposes or as a public or general passageway to another room is used as a bedroom.	X			
(i) Easy passage is allowed between beds and room entrance.	X			
2. The home has telephone service (may be waived if telephone access is available). [§89373]	X			
STANDARDS NOT PERMITTING ALTERNATIVE PLANS <i>The following statements must be answered YES, unless not applicable or a corrective action plan has been agreed upon. # indicates a standard for which "not applicable" is an unacceptable response.</i>	Yes	No	N/A	»CAP
3. The home appears to be clean, safe, sanitary and in good repair. [§89387(b)]	X		#	

4. Indoor and outdoor halls, stairs, ramps, and porches are free of obstructions and hazards. [§89387(c)]	X		#	
5. Home contains at least 1 toilet, sink, tub or shower maintained in safe, clean operating condition. [§89387(i)]	X		#	
6. Bunk beds of more than two tiers must not be used. [§89387(j)]	X			
a. Upper tier has bed rails. [§89387(j)]	X			
b. Children under five years of age or those who are unable to climb into or out of the upper tier unassisted shall not be permitted to use the upper tier. [§89387(j)]	X			
7. Home is maintained at comfortable temperature at all times. [§89387(k)]	X		#	
8. Child's safety is ensured in homes with fireplaces, open forced heaters and woodstoves. [§89387(l)]	X			
9. Lamps and necessary light is provided in all rooms and other areas to ensure comfort and safety of persons in the home. [§89387(m)]	X		#	
10. Home has indoor sprinkling system or functioning smoke detector installed in the hallway(s) of each sleeping area audible in each bedroom or sleeping room. [§89387(p)]	X		#	
11. Hot water from faucets is delivered at a safe temperature. [§89387(n)]	X		#	
12. Medicines, disinfectants, cleaning solutions, poisons, firearms and other dangerous items are stored where inaccessible to children. [§89387.2]	X		#	
13. Storage areas of firearms and other dangerous weapons are locked or in lieu of locked storage the applicant is utilizing trigger locks or has removed and locked the firing pin/s separately from the firearm/s. Ammunition is stored and locked separately from firearms. [§89387.2]	X			
14. Solid waste is stored, located and disposed of in a manner that will not permit the transmission of communicable disease or of odors, create a nuisance, or provide a breeding place or food source for insects or rodents. [§89387(o)]	X		#	
15. Each sleeping room has at least one operable window or door that ensures safe, direct, emergency exit to the outside. If security window bars are used, the window is considered operable only if equipped with safety release devices. [§89387(q)]	X			
16. Yard or outdoor activity space is provided free from hazards to life and health. [§89387.1)]	X		#	

* Alternative: Documented Alternative Plan must be attached.

» Correctable Deficiencies: Corrective Action Plan must be attached.

I certify that the home of CAREGIVER'S NAME meets the standards for approval as described in this form.

SOCIAL WORKER SIGNATURE

DATE

CAREGIVER QUALIFICATIONS - The documentation that a prospective caregiver has been assessed as able to care for and supervise the child, and will provide for the child's needs.

CHILD'S PERSONAL RIGHTS - The documentation that indicates that information regarding the personal rights of the foster child has been provided to the prospective caregiver, and the caregiver has agreed to provide a copy of that information to the child (or the child's authorized representative where applicable) placed in his or her home.

TRAINING AND ORIENTATION - The documentation that indicates that the caregiver has received a summary of State approval regulations, and completed the orientation provided by the county.

In addition to the SOC 815, pages one and two:

- ✓ The CSOB will open the Case Management section of the child's case in CWS/CMS and open the Existing Document-Case notebook to locate the online copy of the SOC 818, pages one, two, three and four, "Caregiver Assessment" and page five, "Declaration and Agreement" to determine compliance.

(If any of the SOC 818 pages found online are not considered complete or if the SOC 818 is not found online, the CSOB will request a hard copy of the original SOC 818 pages one, two, three and four, "Caregiver Assessment" and/or page five "Declaration and Agreement". The CSOB will check a hard copy of the original SOC 818 pages one, two, three and four "Caregiver Assessment" and/or page five "Declaration and Agreement" to determine compliance.)

On the SOC 818, pages one through four; all items one through fourteen must be checked "yes" and, on page four the Assessment Summary must be checked "yes" and have the signature of the worker and the date the assessment was completed.

<p style="text-align: center;">STATE OF CALIFORNIA – HEALTH AND HUMAN SERVICES AGENCY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES</p> <p style="text-align: center;">Relative or Non-Relative Extended Family Member Caregiver Assessment</p> <p>If any statements below are answered No, the caregiver cannot be approved. The worker should assess whether the provision of reasonable assistance or additional services to the caregiver would enable the caregiver to properly respond to the child(ren)'s needs and the child(ren)'s health and safety. If the worker later reassesses the caregiver and determines that conditions supporting the No answer have changed sufficiently to answer Yes, approval may be given at that time.</p> <p>Responses to the following statements have been assessed by the undersigned.</p> <p>1. The caregiver has been provided a summary of State home approval regulations and is capable, having sufficient physical and mental health, to meet these requirements for the care and supervision appropriate to the type of child(ren) to be served. [§89317] <input checked="" type="checkbox"/> X YES <input type="checkbox"/> No Comments: _____</p> <p>2. The caregiver is aware of the child(ren)'s immediate medical, psychological, and educational needs and is able to respond to those needs. [§89378] <input checked="" type="checkbox"/> X YES <input type="checkbox"/> No Comments: _____</p> <p>3. The caregiver understands State child abuse and neglect laws and agrees to report any circumstances indicating the child(ren) has been abused or neglected. [§89361] <input checked="" type="checkbox"/> X YES <input type="checkbox"/> No Comments: _____</p> <p>4. The caregiver can provide the child(ren) opportunities for and encouragement in participation in group sports, leisure time, family, school and daily living activities. [§89379(a)] <input checked="" type="checkbox"/> X YES <input type="checkbox"/> No Comments: _____</p> <p>5. The caregiver is able to care for the child(ren) in a healthy and safe way. [§89378] <input checked="" type="checkbox"/> X YES <input type="checkbox"/> No Comments: _____</p> <p>6. The caregiver will ensure that only positive discipline practices which promote the health and well being of the child(ren) are used in the home, and will not use nor allow any form of discipline that violates the child(ren)'s personal rights. [§89372] <input checked="" type="checkbox"/> X YES <input type="checkbox"/> No Comments: _____</p> <p>7. The caregiver understands and agrees to maintain the child(ren)'s records, including the placement agreement, health and educational records and written consent for medical/dental treatment. [§89370] <input checked="" type="checkbox"/> X YES <input type="checkbox"/> No Comments: _____</p> <p>8. The caregiver agrees to report all changes in household composition, or change in the residence or mailing address, or absence of the caregiver from the home of more than 48 hours. [§89361] <input checked="" type="checkbox"/> X YES <input type="checkbox"/> No Comments: _____</p> <p>9. The caregiver agrees to post emergency telephone numbers, discuss emergency situations with the child(ren) and practice emergency procedures every 6 months. [§89323] <input checked="" type="checkbox"/> X YES <input type="checkbox"/> No Comments: _____</p> <p>10. The caregiver agrees to report any accidents, injuries or incidents that threaten to harm the physical or emotional health or safety of the child(ren). [§89361] <input checked="" type="checkbox"/> X YES <input type="checkbox"/> No Comments: _____</p> <p>11. The caregiver has been provided with a copy of the child(ren)'s personal rights and understands them and agrees to ensure that all members of the household will abide by them. [§89372] <input checked="" type="checkbox"/> X YES <input type="checkbox"/> No Comments: _____</p> <p>12. The caregiver agrees to ensure direct care and supervision is provided to meet the child(ren)'s needs during participation in those activities that are sponsored by third parties. [§89379(b)] <input checked="" type="checkbox"/> X YES <input type="checkbox"/> No Comments: _____</p> <p>13. The caregiver will provide at least three nutritious meals daily to meet the child(ren)'s dietary needs. [§89376] <input checked="" type="checkbox"/> X YES <input type="checkbox"/> No Comments: _____</p>

14. The caregiver will ensure all transportation for the child(ren) is provided in vehicles in safe operating condition, by a driver complying with all applicable laws. [§89374] [☒] YES [☐] No
Comments: _____

Assessment Summary:
The relative/non-relative extended family member has the ability and capacity to provide care and supervision to meet the child(ren)'s needs. [☒] YES [☐] No

<u>SIGNATURE</u>	<u>PHONE NUMBER</u>	<u>DATE</u>
Signature of County CWS or Probation Worker	Phone Number	Date

SOC 818, Pages 1-4

Additionally,

The Relative/NREFM Caregiver Declaration and Agreement, (SOC 818, page five) items one through three must be initialed, the four bullets under Item Four must be initialed or identified "N/A" for not applicable, the form must also have the caregiver signature and the date the caregiver signed the agreement.

**RELATIVE or NREFM
CAREGIVER DECLARATION AND AGREEMENT**

I/We declare that:

- I/We have been provided with a summary of the state regulations regarding the approval and operation of a relative foster home and agree to abide by them. INITIALS (Caregiver Initial)
- I/We agree to cooperate with the county in the maintenance of caregiver standards. INITIALS (Caregiver Initial)
- I/We have been provided with a copy of the child(ren)'s personal rights and understand them and agree to ensure that all members of the household will abide by them. INITIALS (Caregiver Initial)
- I/We agree to provide for the special needs of any child placed in my/our care, including but not limited to:
 - * To provide the services identified in the child's Needs and Services Plan and, if applicable, Transitional Independent Living Plan. [§89378(b) and §89387.2] INITIALS OR N/A (Caregiver Initial)
 - * If the child is a minor parent, to provide direct care and supervision of the child of the minor parent whenever the minor parent is at school or otherwise unavailable/unable to care for the child. [§89387] INITIALS OR N/A (Caregiver Initial)
 - * If the child has a disability, to make necessary specific provisions as required to protect and assist the child and maximize the child's potential for self-help. [§89387] INITIALS OR N/A (Caregiver Initial)
 - * If the child is under age 10 or is developmentally disabled, mentally handicapped, or needs special care and supervision, any pools or open body of water will be secured as required by [§89387(d)]. INITIALS OR N/A (Caregiver Initial)

I/We have not and will not make any false or misleading statements associated with application for approval, including information regarding the caregiver, family members, family home, or any of the services to be provided in the home.

<u>CAREGIVER SIGNATURE</u>	<u>DATE</u>
Caregiver Signature	Date
<u>CAREGIVER NAME PRINTED</u>	
Caregiver Name (Print)	
<u>SECOND CAREGIVER SIGNATURE</u>	<u>DATE</u>
Caregiver Signature	Date

SOC 818, page 5

**Checklist of Standards
for Approval of Family Caregiver Home
Page 4, SOC 815**

Pursuant to Division 31, MPP Section 31-445.3, in order to be approved, all Foster Care Homes must meet the following standards, set forth in Title 22, Division 6, Chapter 9.5, Article 3.

Section	STANDARD	YES	NO
89317	APPLICANT QUALIFICATIONS		
89319	CRIMINAL RECORD CLEARANCE REQUIREMENT		
89323	EMERGENCY PLAN		
89361	REPORTING REQUIREMENTS		
89370	CHILDREN'S RECORDS		
89372	PERSONAL RIGHTS		
89373	TELEPHONES		
89374	TRANSPORTATION		
89376	FOOD SERVICE		
89378	RESPONSIBILITY FOR PROVIDING CARE & SUPERVISION		
89379	ACTIVITIES		
89387	BUILDINGS AND GROUNDS		
89387.1	OUTDOOR ACTIVITY SPACE		
89387.2	STORAGE SPACE		
89388	COOPERATION & COMPLIANCE		

*DAP: DOCUMENTED ALTERNATIVE PLAN MADE

CAP: CORRECTIVE ACTION PLAN MADE